

Interview Checklist

Name _____

- 1. Do you have a professional-looking cover letter and resume? Yes No
- 2. Do you have portfolio documentation? Yes No
- 3. Are you professional in your dress and appearance? Yes No
- 4. Did you research the company before your interview? Yes No

5. What SPECIFIC job do you want with this company? _____

Why? (tip: list your skills, interests, education and experience)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Do you have examples from your past work history that outline your;

- Strengths Yes No
- Ability to overcome a challenge Yes No
- Performed effectively in a stressful situation Yes No
- Lead a team or were in charge of a project Yes No

7. Do you have questions you would like to ask the employer?

8. When are you going to follow-up with the employer? _____

The Job Search Blueprint

The flowchart depicted on this page illustrates the steps in a well-organized job search. This system supports up to a 4 month active job search (based on 100 employers). Research shows that this is average amount of time it takes a person to reestablish employment after leaving a job.

Your employment goal should compliment your career goal. It could be the final stage of your career plan or a step towards your career development in which you are using employment to develop the skills/experience you require.

Job search preparation includes;

- Cover Letter
- Resume
- References
- Portfolio
- Pitch
- Generate a list of 100 potential employers

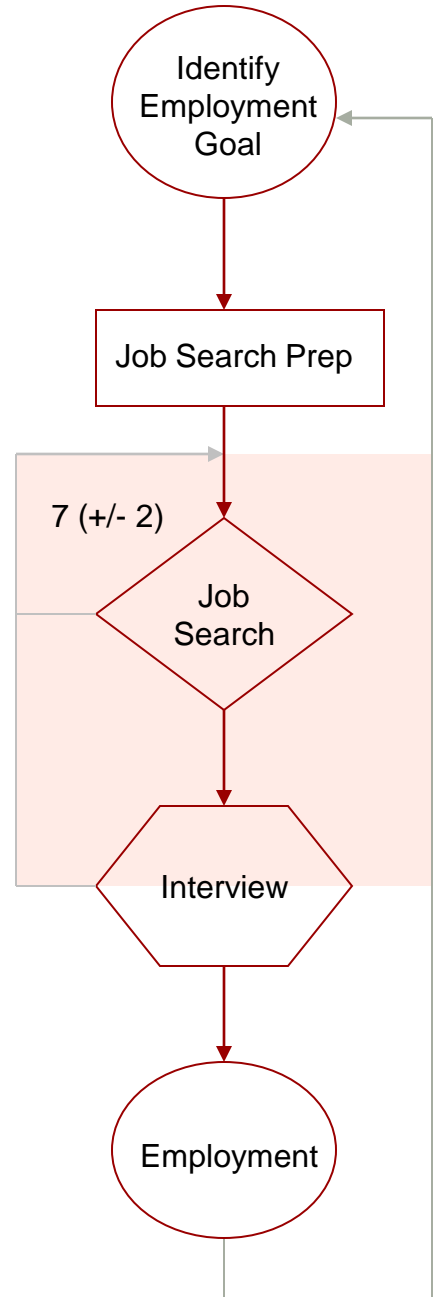
The shaded zone represents your active job search of 7 (+/- 2) employers that you are actively communicating through cold calls, follow-ups and networking. Once they grant you an interview and you are waiting for a call, they are NO LONGER part of your active job search list. Add a new company to your shortlist (from your list of 100 employers).

Prepare for your interview and follow-up with employer. Continue your active job search while waiting for a decision.

Once you are offered the job, the negotiation phase begins (salary, benefits, etc)

The final step in this process results in you being hired. Congratulations!

The cycle restarts once you decide you want to seek a promotion within the company or decide you want a new job.



How to have a successful interview

1. Be prepared

Research the company

- Visit the company website
- Talk to current or former employees
- Read trade publications
- Request a tour or an information interview

Practice common interview questions

2. Practice your pitch

It takes practice, but rehearse your pitch so that it is perfect and yet deliver it in a manner that it sounds natural and “un-rehearsed”. Refer to the exercises on page 10.

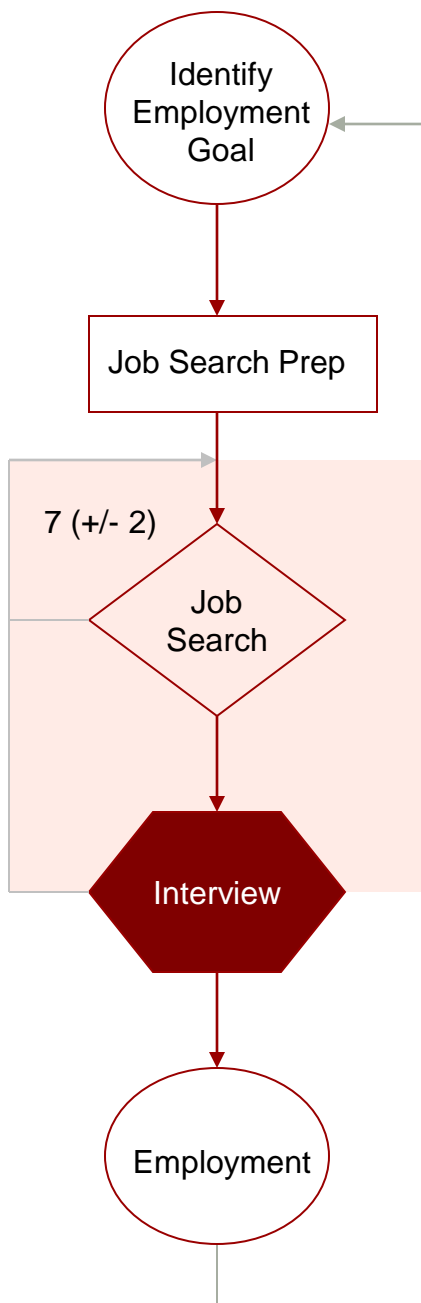
3. Dress for success

Try local thrift stores or borrow clothes for your interview if money is tight. You have to look like a professional to be taken seriously by an employer. Dress in business attire even if that’s not what you would be wearing on the job site. Why? It offers distinct psychological benefits by boosting your confidence and showing the employer you are a professional. It gives you some leverage in the negotiation process (salary, benefits, vacation requests) as well.

Cover tattoos, remove excess jewelry and get conservative with your hairstyle and make up.

Many offices are scent-free so avoid perfumes and colognes.

Turn off your cell phone & mp3 players too!



How to have a successful interview

4. Non verbal communication

Sometimes your actions speak louder than words. Make sure you maintain good eye contact with the employer. A firm handshake at the beginning and end of the interview leaves a very positive impression.

Most people are nervous in an interview setting but try not to fidget.

Be positive, upbeat and smile. Remember that you are well prepared for the interview and you'll do just fine. RELAX!

5. Don't be afraid to ask questions

You are participating in an interview, not an interrogation. You can ask questions during the process. If you need clarification because you didn't understand the question, ask the interviewer to repeat or explain the question.

It is encouraged that you ask the employer questions such as "Are there opportunities for advancement in your company?" or "What kind of professional development opportunities or training do you provide"? This makes you look eager to learn and grow with the company.

Asking questions about salary, benefits and vacation time should be reserved for the negotiation phase, which happens after the employer has offered you the job. If the employer raises these topics during the interview then you can decide how you wish to discuss these topics. Generally though, it is bad form for you to bring them up.

6. Follow-up

Ask the interviewer when they may be making a hiring decision. This way you have an idea of where this employer fits in your overall job search (active vs inactive) and gives you an indication when might be a good time to do a follow-up.

An alternate strategy is to ask the interview if they mind if you contact them to follow up and when may be a good time to do so. Remember that if you tell the employer you are going to do a follow-up make sure that you do. Many employers make note of this.

If an employer states they would prefer that you don't do a follow-up, respect their wishes.

Some people have used strategies such as sending thank you cards or token gifts. This is unnecessary and is often interpreted negatively.

Resource:

<http://www.quintcareers.com/intvres.html>